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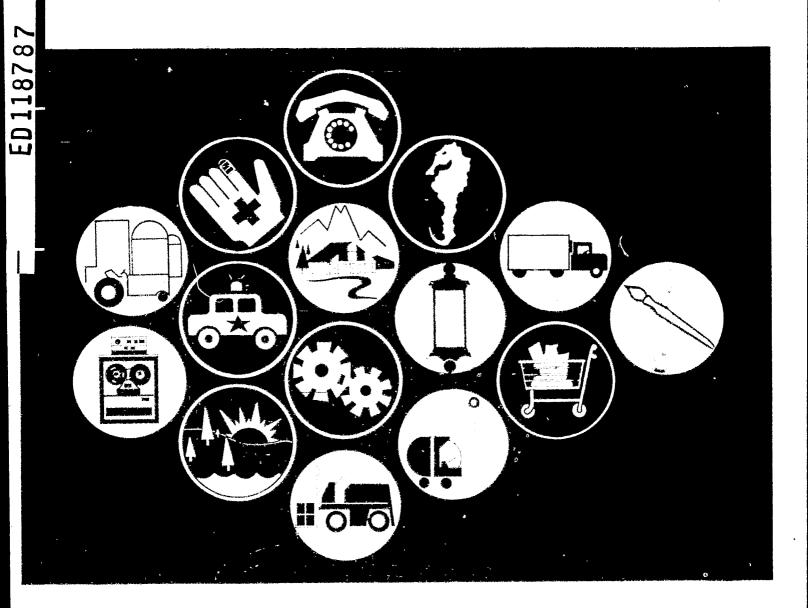
Iowa (Polk County)

ABSTRACT

The career interest survey consists of an expanded list of occupations and was developed to provide information to assist secondary school counselors and the exploring division of the Boy Scouts of America in developing career awareness and exploration programs and activities in the Polk County schools. The United States Office of Education's 15 occupational clusters with their respective occupational breakdowns were used in compiling the booklet. Since a student's recreational interests are of importance to cooperating agencies, an additional section on recreation and hobbies was added to the classification system. The purpose of the document is to assist students in selecting their first and second career interest choice and their recreational choice each fall they are enrolled in secondary school. It is suggested that a record of the student's interests be kept in the student's permanent file. (Author/LJ)



CAREER INTEREST SURVEY



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CAREER INTEREST SURVEY

AUGUST, 1973

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FOREWORD

Background Information

The Career Interest Survey has been developed through the cooperation of the Mid-Iowa Council of the Boy Scouts of America, Des Moines Independent Schools, Polk County Board of Education and the Guidance Services Section of The Department of Public Instruction.

The United States Office of Education's fifteen occupational clusters with their respective occupational breakdowns were used in compiling this booklet. Slight modifications were made to enable the results of the survey to be computerized.

The fifteen occupational clusters are as follows:

Agri-Business and Natural Resources
Business and Office
Communication and Media
Consumer and Homemaking Education
Construction
Environment
Fine Arts and Humanities
Health

Hospitality and Recreation Manufacturing Marine Science Marketing and Distribution Personal Services Public Services Transportation

The students recreational interest is of importance to the cooperating agencies so a section titled 16,000 Recreation-Hobbies was developed. This section is located on page 22 of this booklet.

Purpose

The Career Interest Survey is designed to provide information that will assist school counselors and the Exploring Division of the Boy Scouts of America in developing career awareness and exploration programs and activities. This information will also assist school counselors in future educational planning for junior and senior high students in the Des Moines and surrounding Polk County schools.

Through guidance sessions, junior and senior high students will select their first and second career interest choice and their recreational choice each Fall that they are enrolled in a secondary school.

A computer print-out will be made available to the various agencies utilizing the information and a record of the student's interests will be kept in the student's permanent file.

Evaluation and follow-up regarding the Career Interest Survey will be conducted over a six year period.



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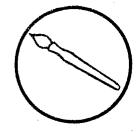
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- .423 Home and Community Services
- .424 Social Services

.430 Psychiatric Services

- .431 Institutional Care and Services
- .432 Home and Community Services
- .433 Diagnosis
- .434 Therapy .435 Social Services

.500 ACCIDENTS, INJURIES, AND **EMERGENCY SERVICES**

,510 First Aid and Rescue Services

- .511 Ministering .512 Reporting

.520 Medical Emergency Service

- .521 Transporting .522 Disaster Team Service
- .523 Institutional Emergency Service

.530 Accidents and Poisoning, Control and Prevention

- .531 Information Preparation and Dissemination
- .532 Poison Control
- .533 Safety Education and Engineering .534 Records and Reporting

.600 DENTAL SCIENCE AND SERVICES

.610 Dental Health Maintenance

- .611 Examination and Assessment .612 Dental Prophlaxis
- .613 Preparing and Maintaining Records

.620 Dental Care

- .621 Diagnostic Procedures .622 Treatment and Corrective Measures
- .623 Maintaining Patient Records

.630 Dental Restoration

- .631 Making Impressions
- .632 Preparing and Maintaining Prosthodontic Devices

.700 PHARMACEUTICAL SCIENCE AND SERVICES

.710 Regulation and Control of Pharmaceuticals

- .711 Storage and Accounting
- .712 Distribution Procedures
- .713 Records on Reportable Items .714 Information Dissemination

.720 Production of Drugs, Biologicals, and Chemicals

- .721 Manufacturing
- .722 Packaging and Distribution
- .723 Research

.730 Retailing and Distribution

- .731 Prescription Services
- .732 Dispensing
- .733 Delivering
- .734 Records and Reporting

07.000 HEALTH OCCUPATIONS

.800 MEDICAL SCIENCE AND SERVICES

,810 Sciences Basic to Medical Services

- .811 Bacteriology
- .812 Cytology
- .813 Biology
- .814 Physics
- .815 Chemistry
- .816 Mathematics
- .817 Anatomy and Physiology
- .818 Psychology
- .819 Sociology

,820 Surgical Care and Services

- .821 Surgical Procedures
- .822 Surgical Patient Care
- .823 Patient Rehabilitation
- .824 Records and Reporting

.830 Medical Care and Services

- ,831 Medical Diagnostic Procedures
- ,832 Medical Patient Care
- .833 Patient Rehabilitation
- ,834 Records and Reporting

.900 BIOLOGIC SCIENCE AND TECHNOLOGY

,910 Bio-Medical Electronics Technology

- .911 Monitoring
- .912 Instrumentation
- .913 Research

.920 Biology

- .921 Blood Banking .922 Tissue Processing
- 923 Micro and Macro-Organism Identification 924 Blood Analysis
- .925 Radio Isotope Processes

.930 Bio-Chemistry

- .931 Qualitative Analysis
- .932 Quantitative Analysis

.940 Bio-Physics

- .941 Artificial Replacements (Body Fluids & Parts) .942 Nuclear Monitoring
- .943 Instrumentation

.000 HEALTH SERVICES ADMINISTRATION

.010 Public Health Administration

- .011 Enforcing Health Regulations
- .012 Public Health Education
- .013 Health Related Information
- .014 Research

.020 Institutional Administration

- .021 Health-Testing and Referral .022 Health-Care
- .023 Sick-Care
- ,024 Preventive-Maintenance

.030 Private Health Services

- .031 Developing and Maintaining Facilities
- .032 Medical and Health-Related Services

.040 Health Maintenance Systems

- ,041 Health Insurance
- ,042 Cooperative Health and Medical Services
- ,043 Data Collection and Dissemination





08.000 HOSPITALITY AND RECREATION

100	OPER	4 111	ONG
.100			1.7.1.7

.110 Management

- 111 Flamma and Policy Administration 112 Data Interpretation
- 113 Personnel and Labor Relations
- 314 Communications

.120 Mid-Management

- 121 Operations Techniques 122 Date Handling
- 123 Task Analysis
- .124 Communication Skills

.130 Supervision

- 131 Operational Procedures132 Processing Techniques133 Personnal Relations
- .134 Communication Skills

. .140 Personnel

- 141 Personnel Practices
- 142 Communication Skills
- 143 Skill Development
- 144 Career Orientation

.200 ENVIRONMENTAL MANAGEMENT

.210 Recreation and Planning

- .211 Research .212 Zoning
- 213 Design
- .214 Construction
- 215 Landscaping
- .216 Maintenance .217 Financing

,220 Natural Resource Development

- 221 Oceans, Beaches, Estuaries & Other Water Bodies, 222 Ranges, Forests, Deserts, & Other Lands
- .223 Fish, Game and Wildlife
- .224 Wilderness Areas 223 Scenic Points and Vistas
- 226 Natival Wonders 227 Parks, Picnic and Rest Areas, Camps and
- Camping Areas .228 Zoos and Aquariums .229 Trails and Waterways

.230 Leisure-Related Property, Facility and Commodity

Entrepreneurship

- 231 Vacation Homes, Apt's, Condominums 232 Resorts, Hotels, Motels, and Lodning 233 Facilities Ski, Marina, etc. 234 Equipment Leasing and Sales

- 235 Concessions and Restaurants
- 236 Marketing and Promotion
- .237 Product Manufacturing & Distribution

.300 COMMUNITY SERVICES

.310 Public Government

- 311 Local Parks and Recitation 312 Public Housing Recreation
- 313 Reautification
- 314 Armed Forces Recreation

.320 Special Groups

- 321 Youth Agencies 322 Pre-School Play and Day Care 323 In-School Day Care and Recreation
- 324 Senior Citizen Centers Programs
- 325 Church Recreation
- 326 Employee Recreation 327 Recreation for the Handicapped

.330 Commercial Recreation

- .331 Personal Services
- .332 Discotheques

- .333 Theatres Stage and Screen
- .334 Amusement Parks
- 335 Physical Culture Operations
- .336 Expositions
- 337 Legitimate Gambling Operations
- 338 Facilities Bowling, Pool, Skating, etc.

.340 Private

- 341 Service Groups 342 Golt and Tennis Clubs
- .343 Young Adult Groups Ski, Social, etc

.400 HUMAN DEVELOPMENT

.410 Education

- 3411 Recreation Activities Instruction
- 412 Favironmental Education
- .413 Community School Recreation
- .414 Museums and Libraries
- .415 Extension Recreation

.420 Movement

- .421 Physical Recreation Programs .422 Sports and Athletics .423 Coaching

- .424 Children's Games

.430 Arts

- .431 Graphic Printing, Silk Screen, Lacont
- .432 Performing Acting, Instrumental Music Singing and Dancing
- 433 Fine Painting, Sculpture, Music, Composition
- .434 Social Etiquette, Entertaining, Conversation
- .435 Photographic Filming. Processing

.440 Humanities

- 341 Celebrations, Festivals, and Fairs
- .442 Special Cultural Programs Indian, Black, Youth, etc.
- 443 Language Development 444 Historic Preservation Interpretation
- .445 Creative Writing

.500 MOBILITY

.510 Media Utilization

- .511 T.V. and Radio
- .512 Mass Media .513 Tourism and Recreation Promotion
- 514 Recreation Information Systems
- .515 Travel Aids

.520 Accessibility

- .521 Tour Direction .522 Travel Agencies .523 Group Travel Services
- .524 Special Recreation/Tourism Vehicle Services

.530 Space

- .531 Urban Open Space Design
- 532 Recreation Transportation Systems
- 533 Spatial Geography and Planning

.600 HEALTH CARE

.610 Preventive Health

- .611 Recreation Sanitation
- .612 Recreation Safety
- ,613 Leisure Consumerism
- .614 Leisure Product Testing Controls
- .615 Physical Fitness Programs

.620 Counseling

- .621 Cut-rate Recreation Programs .622 Avocational Counseling

.630 Therapy

- .631 Therapeutic Recreation .632 Correctional Recreation
- .633 Drug Therapy





09.000 MANUFACTURING

.100 OPERATIONS

.110 Management

- .111 Planning and Policy Administration .112 Data Interpretation
- .113 Personnel and Labor Relations
- .114 Communications

.120 Mid-Management

- .121 Operations Techniques
- .122 Data Handling .123 Task Analysis
- 124 Communication Skills

.130 Supervision

- 131 Operational Procedures 132 Processing Techniques
- 133 Personnel Relations
- .134 Communication Skills

.140 Personnel

- .141 Personnel Practices
- 142 Communication Skills
- .143 Skill Development
- ,144 Career Orientation

.200 DESIGN

.210 Product

- .211 Model Development .212 Prototype Testing
- .213 Packaging

.220 Process

- .221 Component/Material Flow Systems 222 Assembly Line Systems
- ,223 Cybernetics

.230 Equipment

- .231 Foundry Operations .232 Electromechanical Systems
- ,233 Machine Operations

,300 MATERIALS

.310 Natural

- .311 Animal Sources .312 Vegetable Sources
- 313 Mineral Sources

.320 Synthetic

- 321 Mineral Derivatives 322 Vegetable Derivatives
- 323 Extractive Processes

.330 Receiving

- .331 Materials Handling .332 Transportation and Storage

.340 Waste Output

- ,341 Disposal Operations
- .342 Recycling Operations

.400 PRODUCTION

.410 Processing

- .411 Assembly Line Operations .412 Material Flow Operations
- ,413 Automation

.420 Quality Control

- .421 Component/Materials Inspection
- ,422 Processing Inspection
- .423 Product Inspection

.500 DISTRIBUTION

.510 Packaging

- .511 Packaging Development
- .512 Packaging Manufacturing

.520 Marketing

- .521 Retailing
- .522 Wholesaling .523 Distribution

.530 Advertising

.531 Product Promotion

.540 Transportation

- .541 Air
- .542 Truck
- .543 Rail
- .544 Pipeline .545 Vessel

.550 Warehousing

- .551 Packing
- .552 Storing Inventory

.600 RESEARCH

.610 Product

- .611 Design
- ,612 Materials
- .613 Utilization

.620 Process

- .621 Production Processes .622 Quality Control

.630 Marketing

- .631 Consumer Research
- .632 Product Promotion Research





10.000 MARINE SCIENCE OCCUPATIONS

.100 OPERATIONS

.110 Management

- ATT Planning and Policy Administration
- .112 Data Interpretation
- .113 Personnel and Labor Relations
- .114 Communications

.120 Mid-Management

- .121 Operations Techniques
- .122 Data Handling
- .123 Task Analysis
- .124 Communication Skills

.130 Supervision

- 131 Operational Procedures
- .132 Processing Techniques
- 133 Personnel Relations
- .134 Communication Skills

.140 Personnel

- .141 Personnel Practices
- .142 Communication Skills
- .143 Skill Development
- 144 Career Orientation

.200 MARINE BIOLOGY

.210 Marine Micro-Biological Research

- .211 Bout or Vessel Operations
- 212 Collection Gear, Operation and Repair
- 213 Water Sampling for Micro organism Survey
- 214 Bacterial Culture, Identification and Isolation
- 215 Plankton Collection, Preservation and Storage
- 216 Plankton Sorting, Identification and Packaging 217 Micro-organism Life Cycle and Food Systems

.220 Marine Animal (Zoological) Research

- .221 Boat or Vessel Operation
- 222 Collecting Gear Operation and Repair
- .223 Navigation, Communication, Meterological Fish Funding Systems
 224 Specimen Collection
 225 Specimen Sorting, Counting and Storage

- .226 Live Specimen Laboratory Studies .227 Specimen Dissection, and Micro or Macro Examination
- 228 Survey of Life Cycle and Range of Species
- .229 Food Sources and Cycles for Species; Diseases, Parasites and Enemies of Species

.230 Marine Plant (Botanical) Research

- .231 Boat or Vessel Operation
- 232 Collecting Gear Operation and Repair
- 233 Navigation, Communication, Meterological, and Plant Linding Systems
- .234 Specimen Collection .235 Specimen Sorting, Counting and Storage
- 236 Live Specimen Laboratory Studies 237 Specimen Dissection, and Micro or Macro Examination
- .238 Survey of Life Cycle and Range of Species: Nutrient Sources and Cycles for Species:
 Diseases, Parasites and Fnemies of Species
 239 Sedimentation, Turbidity and Sunlight Effects on
 Marine Plant Life

.240 Marine Biology Laboratory Management

- 241 Acquisition of Facilities, Vesse's and Equipment
- 242 Operation and Maintenance of Equipment
- .243 Chemical Laboratory Services
- 244 Botanical and for Zoological Laboratory Services 245 Specimen Storage and Shipping Services

.250 Marine Ecology Research

- 251 Marine Plant and Animal Relationship Studies
- 252 Water Chemistry Effects on Marine Life
- 253 Temperature Effects on Marine Life 254 Affects of Light on Marine Life
- 255 Effects of Commercial Fishing on Marine Life Systems
- 256 Control of Marine Life Systems to Conserve Species

.300 COMMERCIAL FISHING

.310 Ocean Fishing

- 311 Offshore Fishing Vessel Operation
- 312 Trawler and Dragger Operation
- 313 Inshore Fishing Operations 314 Seine, Net. Trap and Gear Making and Repair
- 315 Meteorology, Navigation, Communication, and Fish Finding Systems
- 316 Shipboard Product Sorting, Stowing and Quality Control

.320 Scafood Processing

- .321 Shipboard or On-shore Raw Fish Preparation
- 322 Product Cooking
- 323 Product Packaging
- 324 Product Preservation (Canning, Freezing, Salting, Drying, Pickling, etc.) 325 Product Marketing
- 326 Bi-Products Production (Oil, Meat. Animal Food, Fertilizer, or Shells)

.330 Seafood Inspection

- 331 Checking for Legal Species and Size
- 332 Bacteriological Determination of Product Quality
- 333 Analysis for Adulterants or Substitution of Species
- 334 Determination of Toxic Chemical Content

.340 Seaweed Harvesting and Processing

- 341 Scaweed Harvesting Vessel Operation 342 Collection Gear Making and Repair
- 343 Product Collecting, Sorting, and Cleaning
- 344 Packaging and Preservation and Delivery 345 Chemical or Pharmaceutical Compound Extraction

.350 Sport Fishing Enterprises

- 351 Charter Party Boat Operation 352 Deepwater Party Boat Vessel Operation 353 Gear and Lure Preparation and Maintenance
- 354 Navigation, Meterological Communications and Fish Finding Systems
- 355 Sanitation and Fish Cooling Systems

.400 AQUA-CULTURE

.410 Marine Fish or Shellfish Culture Research

- .411 Isolate Potentially Commercial Species
- 412 Develop Physical System for Its Culture
- 413 Develop Food Source and Its Production System
- .414 Develop Hybrids or Superior Strains
- .415 Control Parasitic and Disease Agents
- 416 Develop Systems to Eliminate Competing Organisms
- .417 Develop Optimum Harvest Method
- .418 Develop Optimum System for Controlling Production Cycle

.420 Marine Plant Grower

- .421 Isolate Commercially Useful Species
 .422 Develop Physical System for its Culture
 .423 Provide Optimum Water, Nutrient and Sunlight Conditions
- .424 Develop Superior Strain .425 Control Disease, Parasite, and Fnemy Organisms
- .426 Develop System for Controlling Production Cycle
- .427 Harvest and Process for Market
- .428 Deliver to Market

.430 Fish Hatching, Raising

- .431 Construct Hatching, Growing and Harvesting Facilities
- .432 Capture or Acquire Fertile Adults of Species
- .433 Collect, Fertilize and Hatch Eggs
- .434 Deliver Fry or Young to Growing Ponds .435 Provide Food, if in Artificial System
- .436 Harvest and Prepare for Market .437 Deliver (live or processed) to Market

.500 MARINE TRANSPORTATION

(See Cluster for Transportation)

10.000 MARINE SCIENCE OCCUPATIONS

.600 MARINE (OCEANOGRAPHIC) EXPLORATION

.610 Oceanographic Mapping and Charting

.611 Oceanographic Vessel Operation

.612 Air-borne Photogrammetric and Instrumental Survey

.613 Instrumentation Use and Repair .614 Depth Sounding and Charting

.615 Bottom Sampling and Charting

616 Monitoring and Charting Dynamic Change

.617 Oceanic Topographical Map and Chart Production

.620 Ocean Mineral Exploration

.621 Photogrammetric or Air-borne Instrument Surveys

622 Geological Interpretation of Undersea Topography 623 Chemical Analysis of Water and Bottom Samples

.624 Underwater drilling, sampling and seismographic surveying

.630 Ocean Current and Water Research

631 Oceanographic Vessel Operation 632 Water Sampling, Temperature, and Chemical Analysis 633 Mixed or Free Floating Buoy Instrument Systems

.634 Aerial Photographic Monitoring

635 Ocean Current Chart and Map Production

.636 Meterological and Seasonal Effects of Ocean Currents

.700 UNDERWATER CONSTRUCTION AND SALVAGE

.710 Offshore Mineral Production

.711 Drilling Tender Vessel Operation .712 Offshore Drilling (Oil, Sulphur, Brine;

Facility Construction)
713 Offshore Drilling Operations

714 Offshore Dredge Construction and Operation 715 Construction of Offshore Piping Systems

.716 Offshore Pumping, Storage and Loading Systems

.720 Underwater Engineering Research

.721 Submarine Materials Testing and Development .722 Underwater Anchoring and Stabilizing Systems .723 Fixed Undersea Structures Design and Construction

724 Underwater Repair and Maintenance 725 Mobile Submersible Machine Design and Construction

.726 Submersible Machine Operation

.730 Deepwater Diving and Life Support

.731 Diving Tender Boat Operation.732 Diving Gear Use and Maintenance.733 Gas and Air to Diver Delivery Systems

.734 Hardhat and Scuba Diving

.735 Submersibles, Bells, and Decompression Systems

.736 Communication Systems

.737 Physiological Monitoring, First Aid, and Lifesaving

.740 Underwater Construction

.741 Construction Tender Vessel Operation

.742 Underwater Rigging

.743 Underwater Welding, Cutting, Fastening

and Assembly

744 Underwater Anchoring, Stabilizing, Cabling, and Marking Systems

.745 Submarine Piping and Pumping Systems

.746 Underwater Repair and Maintenance

.750 Underwater Salvage Demolition

.751 Salvage Ship Operation

752 Salvage Snip Operation 753 Salvage by Air Tank Floatation 753 Salvage by Diving and Recovering 754 Salvage Law and Regulation

.755 Underwater Demolition Device Design, Placement and Deterioration





11.000 MARKETING ÄND DISTRIBUTION OCCUPATIONS

.100 OPERATIONS

.110 Management

- A11 Planning and Policy Administration
- .112 Data Interpretation
- .113 Personnel and Labor Relations
- .114 Communications

.120 Mid-Management

- 121 Operations Techniques 122 Data Handling
- .123 Task Analysis
- .124 Communication Skills

.130 Supervision

- 131 Operational Procedures 132 Processing Techniques 133 Personnel Relations
- .134 Communication Skills

.140 Personnel

- 141 Personnel Practices142 Communication Skills
- .143 Skill Development
- .144 Career Orientation

.200 MARKETING SYSTEM

.210 Retail Trade

- .211 General Merchandise Group
- 212 Dealership and Franchises 213 Speciality Stores 214 Rental Operations

.220 Wholesale Trade

- .221 Merchant Wholesaling .222 Manufacturing .223 Merchandise Brokerage
- 224 Farm Products Assembly
- .225 Petroleum Plants and Terminals

.230 Service Trades

- 231 Lodging 232 Personal Services
- 233 Business Services
- 234 Auto and Miscellaneous Repair and Services
- 235 Travel, Recreation and Entertainment

.240 Non-Store Retailing

- .241 Automatic Merchandising .242 Mail Order
- .243 Direct Selling

.250 International Trade

- .251 Foreign Operations
- 252 Exporting

.300 SALES AND SERVICE

.310 Industrial Selling

- 311 Production and Engineering
- 312 Business Operations

.320 Trade Selling

- .321 Retail Resale .322 Wholesale Resale
- .323 Home and Institutional Resale

.330 Consumer Selling

- .331 Apparel, Accessories and Personal Care
- 332 Hardware, Materials Equipment
- .333 Housing, Property and Household Products .334 Food Products and Services
- 335 Automotive, Transportation and Petroleum Products
- .336 Intangibles

.400 BUYING

.410 Industrial Purchasing

- .411 Purehasing Procedures
- .412 Vendor Relations

.420 Buying for Resale

- .421 Buying Offices .422 Chain Operations
- .423 Independent Operations

.430 Procurement

- .431 Bid Advertisement .432 Direct Negotiation

.500 SALES PROMOTION

.510 Advertising

- .511 Media .512 Organizations

.520 Display

- .521 Display Houses .522 Windows and Interiors

.530 Public Relations

- 531 Customer and Community Services
- .532 Frade Relations
- .533 Publicity

.600 PHYSICAL DISTRIBUTION

.610 Product Transport

- .611 Carriers .612 Traffic
- .613 Shipping and Delivery

.620 Storage

- .621 Warehousing .622 Inventory Control

.630 Materials Handling

- .631 Receiving and Marketing
- .632 Assembling and Packing

.700 MARKETING SERVICES

.710 Finance

- .711 Banking Institutions
- .712 Exchanges

.720 Credit

- .721 Consumer Credit .722 Commercial Credit

.730 Insurance

- .731 Personal Insurance
- .732 Business and Property Insurance

.740 Research

- .741 Marketing Information
- .742 Product Analysis and Development



12.000 BUSINESS AND OFFICE OCCUPATIONS

.100 OPERATIONS

.110 Management

- .111 Planning and Policy Administration
- .112 Data Interpretation
- .113 Personnel and Labor Relations
- .114 Communications

.120 Mid-Management

- .121 Operations Techniques .122 Data Handling .123 Task Analysis

- .124 Communication Skills

.130 Supervision

- 131 Operational Procedures 132 Processing Techniques 133 Personnel Relations
- .134 Communication Skills

.140 Personnel

- .141 Personnel Practices
- .142 Communication Skills
- .143 Skill Development
- .144 Career Orientation

.200 RECORD SYSTEMS AND CONTROL

.210 Accountant

- 211 Financial Reporting
- 212 Costs Analysis
- .213 Auditing .214 Tax Analysis

.220 Bookkeeper

- .221 Record Information .222 Reporting
- 223 Data Transfer

.230 Systems Analysts

- .231 Analyze .232 Design
- .233 Suummarize

.240 Computer Programmer

- .241 Interpretation .242 Analyze .243 Diagram

- .244 Language Conversion

.250 Computer Operator

- .251 Interpretation .252 Assimilation .253 Monitoring

- .254 Editing

.300 SECRETARIAL

.310 Secretary

- .311 Information Processing
- .312 Scheduling and Reporting
- .313 Records Control .314 Public Relations

.320 Secretary Specialist (Executive, Legal, Medical)

- 321 Information Processing
- .322 Scheduling and Reporting

- .323 Records Control
- .324 Public Relations
- .325 Administrative Activity
- .326 Terminology Minipulation

.330 Stenographer

- .331 Correspondence
- .332 Information Recording
- .333 Information Distribution

.400 CLERICAL

.410 General Office Clerk

- .411 Report and Record Compilation

- 412 Typing Activity
 413 Office Machine Operation
 414 Cash Receiving and Distribution
 415 Mail Processing
 416 Inventory Records Maintenance

.420 Clerk Typist

- .421 Typing Activity .422 Record and Report File Control

.430 Machine Transcriber

- .431 Correspondence
- .432 Information Recording .433 Information Distribution

.440 Office Machine Operator

- .441 Record Information .442 Reproduce Information
- .443 Data Calculation
- .444 Store and Retrieve Information

.500 ADMINISTRATIVE

.510 Office Supervisor

- .511 Interpret .512 Instruct
- .513 Coordinate .514 Monitor
- .515 Evaluation

.520 Office Manager

- .521 Office Standards
- .522 Planning .523 Negotiation
- .524 Evaluation
- .525 Personnel and Related Work

.530 Fiscal Manager

- .531 Budget Management Analysis
- .532 Data-Methods Analysis
- .533 Systems-Procedures Analysis

.600 BUSINESS OWNERSHIP

.610 Entrepreneurship

- .611 Dealership Operation .612 Franchise Operation .613 Independent Operation
- .614 Partnership

.620 Corporation

- .621 Dealership Operation
- .622 Franchise Operation





13.000 PERSONAL SERVICES OCCUPATIONS

.100 OPERATIONS

.110 Management

- 111 Planning and Policy Administration 112 Data Interpretation
- .113 Personnel and Labor Relations
- .114 Communications

.120 Mid-Management

- 121 Operations Techniques
- .122 Data Handling .123 Task Analysis
- .124 Communication Skills

.130 Supervision

- .131 Operational Procedures.132 Processing Techniques
- .133 Personnel Relations
- .134 Communication Skills

.140 Personnel

- .141 Personnel Practices
- .142 Communication Skills .143 Skill Development
- .144 Career Orientation

.200 PHYSICAL CULTURE

.210 Consultation and Services on Human Weight Control

- .211 Analyzing and Counseling on Weight problems .212 Operating and Maintaining Reducing Studio Equipment .213 Directing and Guidance of Physical Exercise Activities

.220 Massage and Related Services

- 221 Analyzing, Counseling, and Massaging
- 222 Programing of Individual Treatment
- .223 Operating and Maintaining Massaging Equipment

.230 Entrepreneurship

- .231 Establishing and Equipping Studio .232 Owning and Operating Establishment
- 233 Analyzing and Managing of Finances and Records
- .234 Advertising and Sales
- 235 Custodial Operation and Maintenance of Studio

.300 BARBERING

.310 Customer Care and Special Services

- .311 Shampooing
- .312 Hair Styling
- .313 Shaving and Facial Treatment
- 314 Scalp and Skin Treatment Operations
- .315 Styling and Restoration of Hairpieces

.320 Entrepreneurship

- .321 Establishing and Equipping a Shop
- .322 Owning and Operating Establishment .323 Analyzing and Managing of Finances and Records
- .324 Advertising and Sales
- .325 Custodial Operation and Maintenance of Shop

.400 MORTURARY SCIENCE

.410 Mortuary Services and Personal Relations

- .411 Embalming or Cremating
- .412 Transporting .413 Restoration Art Processes .414 Pathological Examinations
- .415 Assisting and Counseling Family Members
- .416 Contractual Embalming and Restoration Art Treatment

.420 Special Funeral Home Functions

- .421 Planning and Arranging for Special Funeral Functions .422 Transporting
- .423 Ushering and Services
- 424 Displays and Sales

.430 Entrepreneurship

- .431 Establishing and Equipping Funeral Home .432 Owning and Operating Establishment
- .433 Analyzing and Managing of Finances and Records
- .434 Advertising and Sales
- .435 Custodial Operation and Maintenance

.500 COSMETOLOGY

.510 General Customer Care and Special Services

- .511 Shampooing
- 512 Hair Styling 513 Facial Treatment Operations
- .514 Manicuring .515 Scalp and Skin Treatment Operations
- .516 Styling and Restoration of Hairpieces
- .517 Maintenance of Tools, Equipment and Supplies

.520 Theatrical and Television Make-up

- .521 Characterization Analysis
- .522 Selecting and Application of Make-up for Specific Medium
- .523 Make-up Technology
- .524 Maintaining Products and Supplies

.530 Product Testing and Selectivity

- .531 Color Testing of Products
 .532 Purchasing of Cosmetics and Hairpieces
 .533 Analyzing Products
- .534 Demonstrating of Products and Sales

.540 Entrepreneurship

- .541 Establishing and Equipping Shop .542 Owning and Operating Establishment
- .543 Analyzing and Managing of Finances and Records
- .544 Advertising and Sales
- .545 Custodial Operation and Maintenance of Shop

.600 HOUSEHOLD PET SERVICES

.610 Grooming and Specialized Care

- .611 Shampooing Animals
- .612 Styling, Clipping, and Manieuring Services
- .613 Exercising
- .614 Counseling Services on Animals .615 Mortuary Care of Animals

.620 Boarding and Hospital Services

- .621 Providing Physical Care of Animals .622 Nurturing
- .623 Exercising
- .624 Treating of Ill Animals

.630 Obedience Training

- .631 Screening and Selecting of Animals .632 Programing and Training
- .633 Placing and Supervising
- .634 Evaluating Performance .635 Sales

.640 Entrepreneurship

- .641 Establishing and Operating Pet Shop
- .642 Establishing, Equipping, and Operating Grooming Center or Kennel
- .643 Advertising and Sales
- .644 Analyzing and Managing of Finances and Records .645 Custodial Operations and Maintenance of Shop or Center or Kennel



14.000 PUBLIC SERVICE

100 OPERATIONS, FINANCIAL AND EDUCATION	,270 Park Maintenance ,271 Conservation
,110 Management .111 Planning and Policy Administration	.272 Grounds and Camps .273 Trails
.112 Data Interpretation .113 Personnel and Labor Relations	.300 REGULATORY SERVICES
.114 Communications .120 Mid-Management	.310 Financial .311 Credit Unions
121 Operations Techniques	.312 Banks
.122 Data Handling .123 Task Analysis	313 Insurance .314 Savings and Loans
.124 Communication Skills	.315 Stock Exchanges
.130 Supervision .131 Operational Procedures	.320 Public Records .321 Birth
.132 Processing Techniques	.322 Marriage
.133 Personnel Relations .134 Communication Skills	.323 Death .324 Titles and Deeds
.140 Personnel	.330 Licensing
.141 Personnel Practices .142 Communication Skills	.331 Occupational ,332 Institutional
.143 Skill Development .144 Career Orientation	.333 Vehicular
.150 Finances - Revenue - Disbursement	.340 Customs and Immigration .341 Customs Inspection
.151 Taxation .152 Bonds :	.342 Immigration Inspection .343 Plant and Animal Inspection
.153 Fees	.345 Fant and Annual Inspection
.154 Salaries .155 Institutional Support	.351 Construction
.160 Religion	.352 Purchasing
.161 Ministry .162 Missionary	.400 POLICE, FIRE AND DEFENSE
.163 Counseling	,410 Technical Support
.170 Education - Instruction .171 Teaching	.411 Inspection .412 Accident Prevention
.172 Counseling	413 Special Services
.173 Supervision .174 Support Activities	.420 Law-Enforcement .421 Land, Air and Water Patrol
.180 Education - Transportation	.422 Community Relations
.181 Transport Service .182 Maintenance	.430 Communications .431 Transmitting and Receiving
.190 Education - Extension Services .191 Agricultural Services	.432 Fixed and Mobile Stations .433 Maintenance
.192 Consumer Services	.434 Services
.193 Homemaking Services	.440 Maintenance .441 Fire Equipment
,200 URBAN DEVELOPMENT	.442 Police Equipment
.210 Planning and Engineering .211 Appraisal and Condemnation	.443 Electronic and Other Equipment .450 Defense - Military
.212 Community Relations .213 Urban Renewal	.451 Services
214 Technical Assistance	.452 Supply .453 Research and Development
.220 Construction .221 Inspection	.460 Civil Defense
.222 Labor Relations	,461 Disaster Planning,462 Emergency Operations and Control
223 Buildings 224 Roads	.463 Early Warning
.230 Public Housing	.500 POST OFFICE
.231 Coordination	.510 Marketing .511 Sales
.232 Property Management .233 Recreation	.512 Special Services
.240 Maintenance	.520 Operations .521 Processing
.241 Service .242 Supplies	.522 Distribution
243 Construction and Heavy Equipment	.600 PUBLIC UTILITIES
.250 Park Development .251 Planning	.610 Water Systems .611 Water Supply
.252 Design and Construction	.612 Treatment and Distribution
.253 Operation .260 Park Services	.613 Installment and Maintenance .620 Sanitary Service
.261 Amusement	.621 Sewer Systems
.262 Recreation .263 Lodging	.622 Refuse Systems .623 Installation and Maintenance
CHILD TO BUSINESS TO THE STATE OF THE STATE	



14.000 PUBLIC SERVICE

.630 Electric Service

- .631 Generation .632 Distribution
- .633 Installation and Maintenance

.640 Gas Service

- .641 Manufacturing
- .642 Transmission
- .643 Service

.650 Steam Supply

- .651 Production .652 Distribution
- .653 Installation and Maintenance

.700 PUBLIC HEALTH

.710 Institutional Care

- .711 Nursing Homes .712 Mental Hospitals .713 General Hospitals

.720 Community Services

- .721 Out-Patient Clinics .722 Emergency Services
- .723 Community Health Centers .724 Home Health Care

.730 Food and Drug

- .731 Sanitation .732 Meat and Other Foods
- .733 Drug Control

.740 Research

- .741 Pollution Control .742 Communicable Disease Centers
- .743 Mental Health

.800 LABOR AFFAIRS

.810 Employment Services

- .811 Labor Market Survey
- .812 Employer Relations
- .813 Counseling and Testing
- .814 Placement

.820 Employee Compensation

- .821 Insurance
 .822 Worker Compensation

.830 Labor Standards

- .831 Safety and Health .832 Minimum Wage
- .833 Safeguarding Special Groups

.900 HIGHWAYS AND PUBLIC TRANSPORTATION

.910 Design and Construction

- .911 Planning .912 Land Acquisition
- .913 Bridges and Tunnels
- .914 Engineering and Inspection
- .915 Road Repair

.916 Care of Rightway

.917 Landscaping

.920 Toll and Traffic Control

- .921 Toll Collection
- .922 Electronic and Electric Equipment
- .923 Installation
- .924 Maintenance

.930 Transportation - Land

- .931 Rapid Transit
- .932 Railroads
- .933 Buses and Trucks
- .934 Bridges and Tunnels

.940 Transportation - Air

- .941 Airports and Terminals .942 Traffic Control
- .943 Maintenance

.950 Transportation · Water

- .951 Inland Waterways Operation
- .952 Design and Construction
- .953 Maintenance

.960 Transportation - Control

- .961 Port Authorities
- .962 Turnpike and Tollbridges
- .963 Registration and Licensing
- .964 Inspection

.000 SOCIAL AND REHABILITATION -COURTS AND CORRECTIONS

.010 Children and Youth

- .011 Child Care Assistance
- .012 Foster Homes
- .013 Youth Corrections and Development

- .021 Assistance and Support to the Aging .022 Vocational Rehabilitation

.030 Family

- .031 Medical Social Assistance
- .032 Family Support
- .033 Community and Neighborhood Outreach
- .034 Consumer Affairs

.040 Courts

- .041 Judicial Services
- .042 Legal Services
- .043 Court Services
- .044 Probationary Services

.050 Penal Institutions

- .051 Security
- .052 Prison Industries
- .053 Education and Related Activities





15.000 TRANSPORTATION

.100 OPERATIONS

.110 Management

- .111 Planning and Policy Administration
- 112 Data Interpretation
- .113 Personnel and Labor Relations
- .114 Communications

.120 Mid-Management

- .121 Operations Techniques
- 122 Data Handling 123 Task Analysis
- .124 Communication Skills

.130 Supervision

- .131 Operational Procedures
- 132 Processing Techniques
- .133 Personnel Relations
- .134 Communication Skills

.140 Personnel

- .141 Personnel Practices
- .142 Communication Skills
- .143 Skill Development
- .144 Career Orientation

,200 LAND TRANSPORTATION

.210 Local and Suburban Transit

- .211 Vehicle Operation

- 212 Agents and Clerks
 213 Security and Inspection
 214 Signals Systems
 215 Dispatching Systems
 216 Equipment Maintenance and Repairs
 217 Polytochart Maintenance and Repairs
- .217 Right of way Maintenance and Repairs .218 Structures Maintenance and Repairs

.220 Highway Transportation

- 221 Vehicle Operation
 222 Agents and Clerks
 223 Security and Inspection
 224 Freight Handlers
 225 Estimating
 226 Dispatching Systems
 227 Equipment Maintenance and Repairs
 228 Structures Maintenance and Repairs
- 228 Structures Maintenance and Repairs

,230 Rail Transportation

- 231 Passenger Service
- 232 Freight Service
- 233 Operators
- 234 Agents and Clerks

- 235 Security and Inspection
 236 Signals Systems
 237 Rolling Stock Maintenance Repairs
 238 Way and Structures Maintenance and Repairs

.300 AEROSPACE TRANSPORTATION

.310 Commercial Aviation

- .311 Commercial Aviation
- .312 Flight Crew
- .313 Ground Support Activities .314 Aircraft Maintenance
- .315 Passenger Services
- .316 Freight Services .317 Airport Facilities Operations

.320 General Aviation

- .321 General Aviation .322 Flight Crew
- .323 Ground Support Activities .324 Aircraft Maintenance
- 325 Airport Facilities Operations

.330 Spacecraft Transportation .331 Surface to Surface

- .332 Air to Surface
- 333 Air to Air (space station)
- .334 Surface to Air .335 Launch Operations
- .336 Landing Operations

.400 PIPELINE TRANSMISSION

.410 Liquid and Gas Transmission

- 411 Petroleum and Natural Gas Transmission 412 Pipeline and Tank Farm Operation 413 Pipeline and Tank Farm Maintenance

.420 Solids Transmission

- .421 Slurry and Coal Transmission .422 Pipeline and Tanking Operations .423 Pipeline and Tanking Maintenance

.500 WATER TRANSPORTATION

.500 Inland Water Transportation

- 511 Riverboat and Barge Operation
- 512 Deck Department
- .513 Engineer Department .514 Stewards Department
- 515 Merchant Marine Officers
- .516 Merchant Marine Seamen
- .517 Piloting

.520 Ocean Water Transportation

- .521 Ocean and Intracoastal Vessel
- 522 Operations

- .522 Operations .523 Deck Department .524 Englacer Department .525 Stewards Department
- 526 Merchant Marine Officers 527 Merchant Marine Seamen
- 528 Piloting



16.000 RECREATION AND HOBBIES

.110 Archeology - Indiantore		. 273 Rebound tumbling (Trampoline)
.120 thru .150 Art and Applied Art		.274 Side Horse
.121 Candle Making		.275 Long horse (vaulting) .276 High and low horizontal bar
.122 Cartoonist		.277 Parallel and uneven bar
.123 Ceramist		.278 Balance beam
124 Collage		
.125 Crocheting		.290 thru .330 Individual and Dual Sports
.126 Decoupage .127 Drawing		(Indoor and outdoor)
.128 Embroidery		.291 Archery
.129 Fabric Designer		.292 Badminton .293 Bicycling
.130 Flower Arranging		.294 Billiards, Pool
.131 Glass Cutting and Leading		.295 Bowling
.132 Jewelry Making		.296 Casting, Fishing
.133 Knitting .134 Macrame	•	.297 Deck tennis
.135 Metal Work		.298 Dueling .299 Frisbie
.136 Needlepoint		,300 Golf
.137 Painting		.301 Judo
138 Picture Matting and Framing		.302 Karate
.139 Quilting		.303 Minature Golf
.140 Rosemaling .141 Rug Hooking		.304 Skiing
.142 Sculptor		.305 Snowshoeing
.143 Stitchery		.306 Automobile Sports, Rally, Driving .307 Hiking and Camping
.144 Toy Making		.308 Horseback Riding
.145 Weaving		.309 Horseshoes
.146 Wood Carver .147 Wood Working		.310 Ice Skating
.147 Wood Working		.311 Motorcycling
.160 thru .170 Aquatics	•	312 Roller Skating 313 Shuffleboard
.161 Diving		.314 Skiing
.162 Endurance Swimming		.315 Table Tennis
.163 Sailing .164 Scuba Diving		.316 Tennis
.165 Snorkeling		.317 Trap Shooting, Hunting
.166 Surfing		.318 Wrestling
.167 Swimming and Swimming Instruction		.340 Machines and Motors
.168 Synchronized Swimming		.350 Model Building
.169 Water Ballet .170 Water Safety		,360 Music
.171 Water Skiing		.370 Pets
.172 Water Sports		.380 Photography
.180 Astronomy - Telescopes		.390 Radio - Ham Operation
.190 Collecting		.400 Reading
<u>c</u>		.410 Sewing
.200 thru .210 Conditioning Activities		.420 Spectator Sports
.201 Calisthenics		.430 Spelunking - Cave Exploration
.202 Weight Training .203 (Isometries - Isotonies)		440 41 480 80 0
.204 Physical Fitness Tests		.440 thru .450 Team Sports
.205 Rope Climbing		.441 Basketball
.206 Rope Jumping		.442 Football .443 Hockey Ice and Field
.207 Body Mechanics		.444 Soccer
.220 Creative Writing		.445 Softball
.230 Dance and Rhythmics		.446 Speedball
231 Folk, square and country, social		.447 Volleyball
.232 Modern and interpretive		.460 Television Viewing
.240 Food - Cooking		.470 thru .480 Track and Field
.250 Games, Contests and Relays .251 Chess, Checkers, Table games		.471 Discus
.252 Stunt games and relays		.471 Discus .472 Distance running (Middle and long)
.253 Mass games and relays		.473 High Jump
.254 Athletic lead up games and relays		.474 Long Jump
.260 Gardening		.475 Sprints
.270 thru .280 Gymnastics and Tumbling		476 Relays
.271 Free-exercise		.477 Shot Put .478 Softball Throw
.272 Horizontal ladders	89177	.490 Traveling
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